

CITY ATTORNEY OFFICE - LEGAL REVIEW CHECKLIST

Name of Agreement:

Department:

Contact person:

City Manager approval

City Commission approval

Reviewed by Purchasing

Agenda item #:

Agenda meeting date:

Resolution #:

Agreement Action:

New	Renewal*	Amendment*	*Renewal: Only change is the agreement term *Amendment: For changes other than/in addition to term
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Does the Contractor require the City to sign first?:

Agreement Terms:	Comments/Specific Provision in Agreement
Term (Duration of Agreement)	
Termination Clause	
Renewal Clause	
Insurance	
Indemnification	
Governing Law	
Venue	
Assignment	
Attorney's fees	
FL. Public Records Provision (2016)	
Inspector General Provision	
Fiscal Funding Requirement	
Fla. Stat. 448.095 - E-verify	
Fla. Stat. 287.134 - Disc. Vendor	
Fla. Stat. 287.135 - Scrutinized Comp.	
Fla. Stat. 287.133 - Convicted Vendor	
ADA	
Fla. Stat. 286.101 - Foreign Gifts	
Fla Stat. 287.138 - Foreign Country	
Fla. Stat. 787.06 - Non-Coercion	

Business Principles:	Comments
Fees: Total Value	
Fees: Per Fiscal Year	

Other Issues:	Comments
Non-Negotiable Issues/ Miscellaneous Issues/ Special Considerations	

Consistent with applicable policies including, but not limited to, Procurement policies. Yes

Attorney:

Reviewed and approved as to form and legal sufficiency only